



ARIZONA STATE RETIREMENT SYSTEM (ASRS)

AFFIDAVIT OF MILITARY SERVICE INSTRUCTIONS

Phoenix (602) 240-2000
Tucson (520) 239-3100
Toll-Free (800) 621-3778
TTY (602) 240-5333
Fax (602) 266-4082
www.azasrs.gov

Note: You must be actively contributing to the ASRS or on ASRS Long Term Disability to be eligible to submit a service purchase request.

STEP 1

Complete the affidavit in its entirety using dark ink. Do not use correction fluid or make revisions.

STEP 2

Return the completed affidavit, a copy of your official military service record (i.e. DD214, NGB Form, Point Summary) and evidence of an honorable discharge to the ASRS within 90 calendar days of your service purchase request

Restrictions

- Time worked in the Ready Reserves for which you did not participate in meetings or drills is not eligible for purchase.
- The service listed on the affidavit must be supported by the official military record submitted.
- Only service from which you were honorably separated may be purchased. Evidence of the honorable discharge must be submitted.
- Service that overlaps with previously earned or purchased time may not be purchased.
- Do not complete this affidavit to purchase military call-up service. Please contact your employer, provide them with a copy of your DD214 and request they complete an ASRS *Military Call-up* form.

Filling Out The Affidavit

SECTION 1 – Member Information

- Fill in your personal Information.
- Enter the branch of military in which you served.
- Select each type of military service (multiple types may be listed on one affidavit).

SECTION 2 – Dates of Military Service

- List service by ASRS fiscal years (July 1 – June 30). List each fiscal year on a separate line. Use a 19xx-xx format (ex: 1981-82).
- Place an “x” or “✓” for each month worked. You must have worked at least one day or attended at least one drill or assembly in each month.

SECTION 3 – Verification of Honorable Discharge and Service

- Attach an official military service record to the affidavit then place an “x” or “✓” by statement A.
- Attach evidence of an honorable discharge to the affidavit then place an “x” or “✓” by statement B.

SECTION 4 – Statements of Understanding, Signature, and Notary

- Please carefully read each statement of understanding. Your signature certifies that you have read and understand all of the statements.
- The affidavit must be signed and notarized.

Contact Us

If you have any questions, please contact an ASRS Member Services representative by e-mail at contactus@azasrs.gov, or by phone at (602) 240-2000 in Phoenix, at (520) 239-3100 in Tucson, or at (800) 621-3778 outside metro Phoenix or Tucson.



ARIZONA STATE RETIREMENT SYSTEM (ASRS)**AFFIDAVIT OF MILITARY SERVICE**

Please print. Do not use correction fluid or alter this form in any way.

Social Security Number	Member Name (Last)	(First)	(Middle Initial)
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SECTION 3 – Verification of Honorable Discharge and Service

I have attached **both** of the following with this affidavit:

- A. ☐ I have attached proof of honorable discharge for each type of military of the service listed on this affidavit.

AND

- B. ☐ I have attached an official military service record that supports all service listed on this affidavit (i.e. DD214, NGB Form, Point Summary).

SECTION 4 – Statements of Understanding, Signature, and Notary**Statements of Understanding**

By my signature below, I certify that I have read and understand the following:

- I understand that any person who knowingly makes any false statement, or who falsifies or permits to be falsified any record of the retirement plan with an intent to defraud the plan is guilty of a class 6 felony per Arizona Revised Statutes Section 38-793. I understand this transaction is subject to audit and if any errors or misrepresentations are discovered as a result of this audit, my total credited service with the ASRS will be adjusted as necessary and if I am retired, my retirement benefit will also be adjusted.
- I understand that the service listed on this affidavit does not include time that I either volunteered or was ordered into active military service as part of a Presidential Call-Up. This service is purchased under Presidential Call-up and requires a Presidential Call-Up form to be completed by your employer.
- I understand that any time I have listed on this affidavit for Reserve or National Guard time reflects the months that I attended one drill or assembly for each month listed.

Signature and Notary

Member Signature	Date
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State of Arizona)

)

County of _____)

)

Subscribed and sworn (or affirmed) before me this _____ day of _____, 20____.

(seal)

Notary Public